
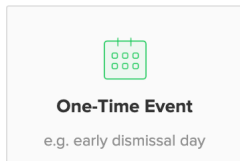


ARGONNE

How to Add Events to Your Classroom Calendar on Konstella

In a web browser:

1. Login to Konstella
2. Select the orange  button at the top right corner
4. Select “One-Time Event” and enter your event details



← Create Event

To [Select Groups](#) **(Check the box for your classroom)**

Title Required **Add the event name**

Hide from teachers and staff (e.g. for a surprise party)

RSVP Require replies from parents






All-day This is an all-day event

Start Date Required Start Time

End Date End Time

Location

Description
(Select this icon to add an image to your announcement)

Font Family Font Sizes **B** *I* U     


Type details here

Attachments There are no attachments yet. **Add Attachements if you have any to include**
[Add Attachment](#)

Organizers Other than the creator, who else can manage the update (edit, send message & view user responses)?
[Add User](#) **Add the Room Parent or anyone else that needs to be included**

Reminders When would you like to remind participants about this event?
No reminders yet.
[Add Reminder](#) **Reminder**

Publish Immediately

Cancel Save Draft **Next** 

5. Once you are finished entering your event details, select the orange Next button.

6. Select the orange Publish & Notify Users

Please Confirm ×

You're about to publish an announcement for **Argonne Elementary School**

Add the update to the Feed on the home page, when it's published.

"Publish" will create the update. In addition to creating the update, "Publish & Notify Users" will send emails and phone notifications.

Cancel Preview Email Publish Publish & Notify Users

7. You can edit your calendar event once it's been published. Look for the orange Actions button under the "+ Create" button. Click on Actions and then select Edit. Make all of your edits and when you save the changes you can choose if you want to notify users again.

Questions? Email communications@argonnesf.org